JOINT INTEROPERABILITY TEST COMMAND (JITC)
GEOSPATIAL INTELLIGENCE (GEOINT) REPOSITORY
DATA SUBMISSION GUIDE

SECTION 1. SUMMARY

1.1　**PURPOSE.** The purpose of this document is to provide guidance to the Department of Defense (DoD) Geospatial-Intelligence (GEOINT) community for making submissions of test data to the GEOINT Repository at the Joint Interoperability Test Command (JITC) and using the JITC GEOINT Repository Data Submission Form and Disclaimer.

1.2　**INTRODUCTION.** The GEOINT Repository is a centralized data store for GEOINT test data. It allows the JITC to receive test data provided by the DoD GEOINT community, store and manage that data, and disseminate the data to the community according to controls established in the GEOINT Repository Standard Operating Procedures and appendices. The GEOINT Repository is designed to be a replacement for all disparate, services-centric test data repositories in the DoD GEOINT community. The repository resides on two 20+ terabyte Microsoft (MS) Structured Query Language (SQL) servers. One server provides storage and cataloging for UNCLASSIFIED data and the other provides storage and cataloging for data at the SECRET level. Each server is on their internal network, providing access to a limited number of workstations dedicated to server and data management. Each server is equipped to store multiple GEOINT data types including National Imagery Transmission Format (NITF) and compressed and uncompressed Motion Imagery (MI). Future storage capabilities will include, but not be limited to, Ground Moving Target Indicator (GMTI), Video Moving Target Indicator (VMTI), and Laser Imaging Detection and Ranging (LIDAR) data types.

1.3　**INTERFACE.** The GEOINT Repository provides two storefronts from which the customer may gain access to the tools necessary to submit data to the GEOINT Repository. The SIPRNet for classified data and the NIPRNET for unclassified (see below [sites to be determined]) contain the necessary forms and procedures for collecting and submitting GEOINT data to the Repository. The files available are: the JITC GEOINT Repository Data Submission Form, which includes the JITC GEOINT Repository Disclaimer and the GEOINT Repository Sample Data Collection and Submission Instructions (SDCSI). Questions about the websites, Submission Form, Disclaimer, and SDCSI can be asked of the Points of Contact (POCs) at the end of this guide.

SECTION 2. PROCESS

2.1   SUBMITTING. To submit test data to the GEOINT Repository, the customer will need to download the current Submission form from one of the two sites provided (Classified/Unclassified), fill out the Submission Form, and provide the form and the data to the GEOINT Repository for processing.

2.2   TOOLS.

     a.   The **SDCSI** is a foundational document describing the methods for collecting various types of GEOINT sample data. It is available as a separate download from each of the GEOINT Repository websites.

     b.   The **Submission Form** contains four main sections: The Submitting Organization Information, the Pedigree, the File List page, and the Disclaimer.

     c.   The **Disclaimer** is a document that all customers must agree to prior to submitting any GEOINT data. The Disclaimer will auto-populate with the submitting organization and classification level of the submission as the Submission Form is filled out. By filling out and signing the Submission Form (Submitter Signature), the submitter is acknowledging and agreeing to the terms of the Disclaimer.

2.3   DETAILED SUBMISSION PROCESS.

     a.   Visit either the SIPRNet or NIPRNET website to download the Submission Form, and Disclaimer. It is recommended that the SDCSI also be downloaded and used for reference.

     b.   Fill out the Submission form. Do not enter any classified information on this form. A help function is built into the Submission Form only in the Data Submission Information section of the form. Help information can be viewed in the status bar or by clicking the F1 key when the field in question is activated (highlighted).

     c.   The Submitting Organization Information section is self-explanatory. The signature box must not be signed until the entire form is filled out.

     d.   The Pedigree section contains the details for the submission. Depending on the data type, some fields may not be required and should be left blank. However, it will be very helpful to the GEOINT Repository to have all possible fields filled out in detail.

     1.   For **Dataset Name**, enter a valid name for the submission data set name.

UNCLASSIFIED

2. The **Classification** and **Caveat** fields are both drop-down, list select fields. Click on the drop down arrow and make a selection.

3. The **Releasability** field should be used to list any restrictions beyond normal classification caveats and include special handling instructions. The form will automatically expand the field and cell to allow for as much information as needed to be entered.

4. The **Brief Description** field allows additional file/series-specific information to be added to the submission form.

5. The **Additional Comments** field should be used to provide information that may be deemed important for the use of the data being submitted.

e. The **File Names** field on page two is provided to allow the inclusion of a list of files contained in the submission. If there is not enough room on the page, attach a separate document listing all the files submitted with the Submission Form and provide that document's name in the File Names field. All submissions must be accompanied by a full list of the submission's contents.

f. The last page of the Submission form is the Disclaimer. Please read this over carefully and make sure you are in complete agreement. If so, return to the first page of the Submission form and enter your signature in the box at the top of the page. Submissions without a signed Submission Form cannot be accepted.

g. Using the SDCSI, prepare the submission for transmittal or shipping to the GEOINT Repository. If a hard drive is needed to submit the data, contact a member of the GEOINT Repository (below) to coordinate shipping. All media must be properly marked. Examples and guidance are provided in the SDCSI. The submitting organizations policy takes precedence.

Concerns/question regarding the above information, or questions while collecting GSD, can be fielded to the following:

GEOINT REPOSITORY CONTACT INFORMATION

geointrepository@disa.mil

GEOINT Points Of Contact	PHONE
Task Lead	(520) 538/-4407 / DSN 879
Database Analyst	(520) 538-2632 / DSN 879
Action Officer	(520) 538-1888 / DSN 879